



AMERICAN EMBASSY



SECURITY RECEPTIONIST (FEMALE/MALE)

The U.S. Embassy in Colombo is seeking individuals to fill Security Receptionist position (Female/Male) in Colombo Security Office.

Do you have a good working knowledge of English? (English will be tested) Are you able to handle customer's problems courteously and tactfully? Do you possess good telephone skills? Can you work effectively in MS Outlook (this will be tested)? If your answer 'yes' to all these questions, you may be the person we're looking for!

Candidates who applied for the previous Security Receptionist vacancy need not reapply.

Please send us your detailed CV along with a cover page containing the following questions and your answers:

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, and Location), 7. Are you between ages 18-60? (Y/N), 8. Have you successfully completed G.C.E. (O/L) (Candidate must have passed six subjects including Mathematics, and possess Distinction or Credit for at least three subjects)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have two years of experience in Security reception or security related duties which include Public Relation and Customer service? (Y/N—If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Your current monthly take-home salary. **Applications without the cover page may not be considered for this position.**

If your answer is 'NO' to questions 7, 8 and 9, your application will not be considered.

Your take home monthly package will be Rs. 50,652/-

Your application should reach us **on or before February 12, 2015** at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov Please state **"Security Receptionist"** on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted. **The U.S. Embassy is an Equal Opportunity Employer. Visit <http://srilanka.usembassy.gov/>**